Fermilab

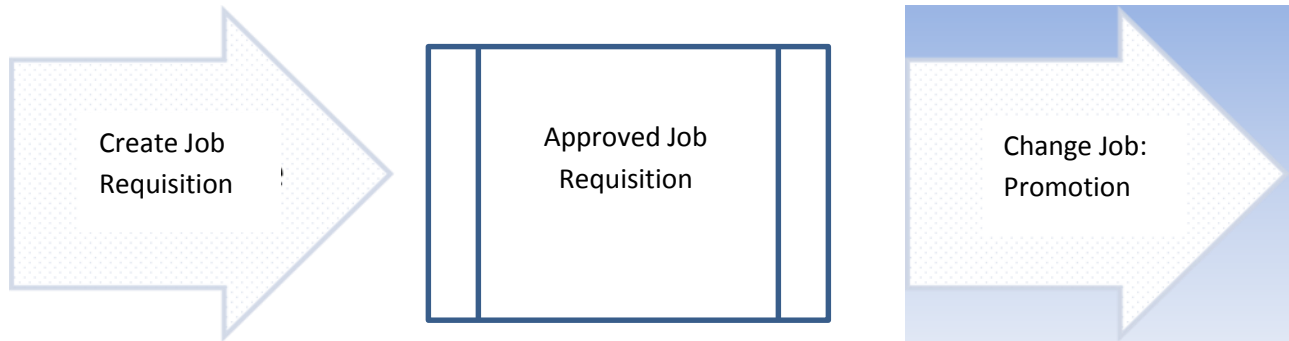| Create Job Requisition | Approved Job Requisition | Change Job: Promotion |

In order to promote a worker, two different processes must be completed in FermiWorks:

1. Create a Job Requisition: Promotion
2. **Change Job: Promotion**

This is the second process. A job requisition for a promotion must be created first so this position exists in the supervisory organization. Once the job requisition for a promotion has been approved, the Change Job > Promotion process can be completed in FermiWorks. To complete the promotion, follow the process below.

Start by accessing WDRS website > Forms > Human Resources Compensation > Promotion/Equity Job Change Justification form. Complete this form and save it to upload in the Attachment Section. Then proceed with the process below.

> **NOTE:** If the worker is transferring into a different supervisory organization, the receiving manager may have to initiate this process in FermiWorks unless the current manager has the appropriate security level over the organization the worker is moving into.

1. Type the **Employee's Name** in the Search box.

2. Press **Enter**.

> **NOTE:** In order to maintain roles in Fermiworks for a change job (promotion, transfer, etc) the former position must be closed during the change job process. For example, if you have a manager or an organization who is an Engineer III and they are being promoted to an Engineer IV, you must close the position during the process or they will no longer maintain the manager role of their organization. The role can be reassigned later but it is much smoother if it happens as part of the process. The documentation for change job has been modified to note this.

3. Select the employee from the Search Results list.

4. Click the **Related Actions** for the employee.
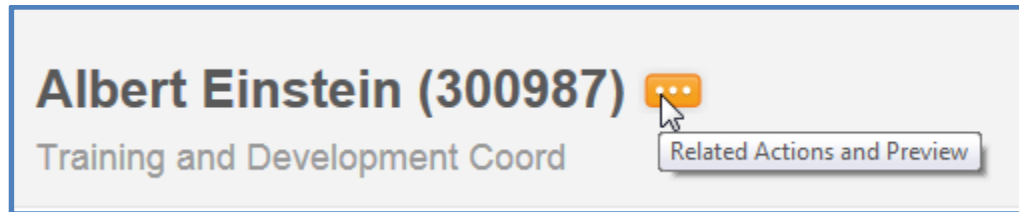
5. Click **Job Change > Transfer, Promote or Change Job** from the Available Actions.
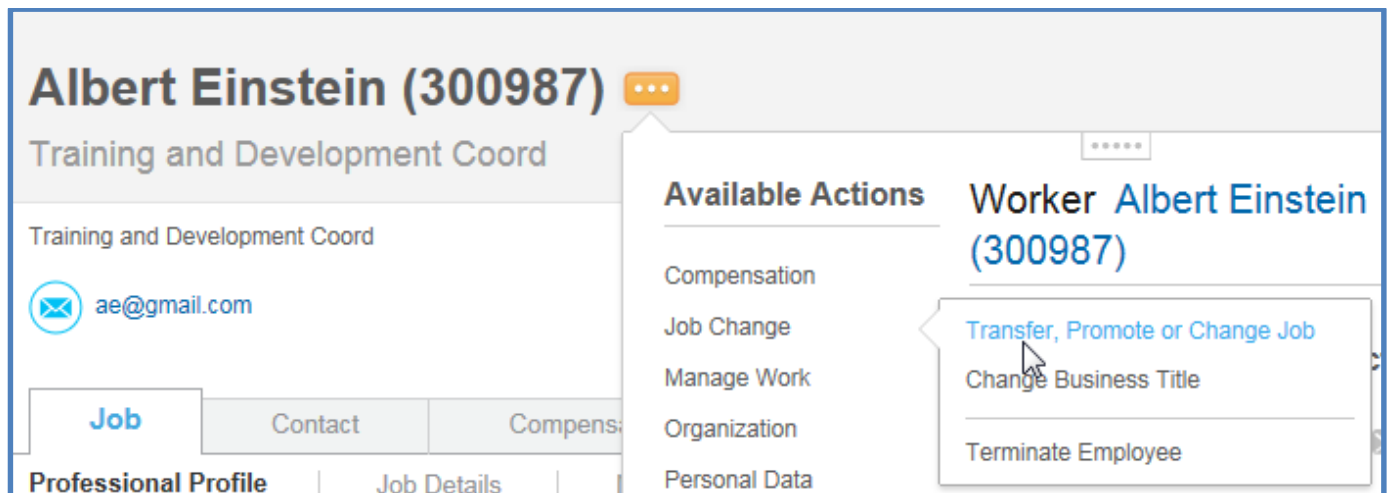
6. Click the red asterisk to open the fields.

7. Click the prompt and update the following fields as appropriate:

- Who will be the manager after this change?

- Which team will this person be on after this change?

- Where will this person be located after this change?

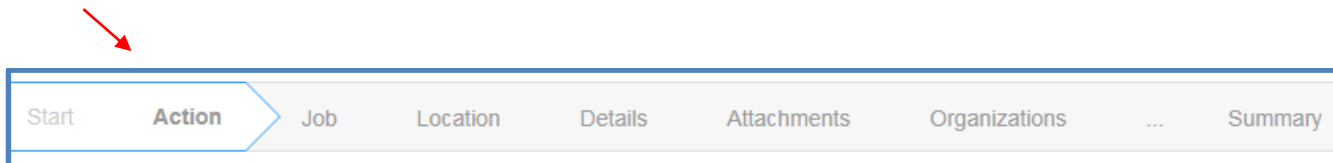**NOTE:** The location will default based on the selection of the team.

8. Click **Start**.
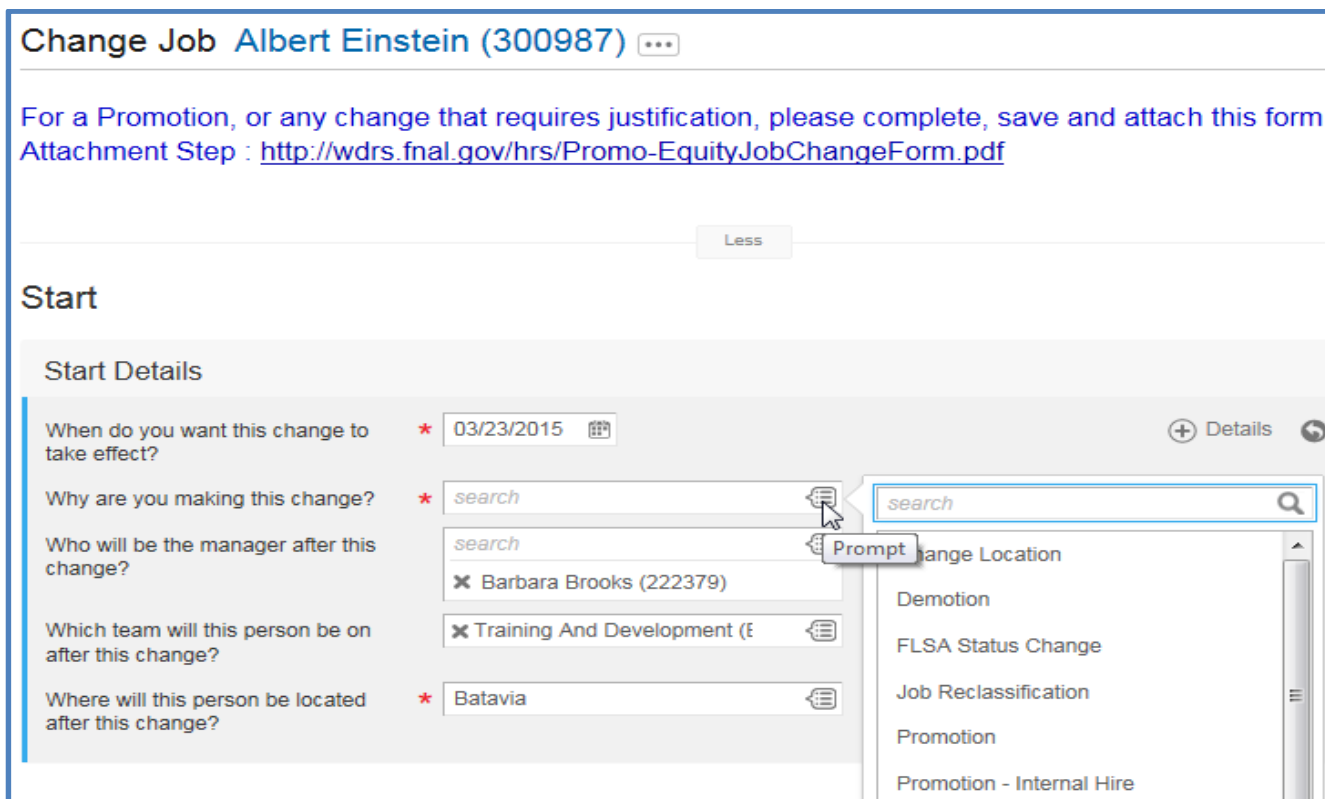
FermiWorks
Change Job: Promotion
06.22.2015

The chevrons across the top indicate the sections to complete the job change process.

| Start | Action | Job | Location | Details | Attachments | Organizations | ... | Summary |

Action

1. Click the Reason field to open it.

Change Job Albert Einstein (300987) ...

For a Promotion, or any change that requires justification, please complete, save and attach this form Attachment Step : http://wdrs.fnal.gov/hrs/Promo-EquityJobChangeForm.pdf

Less

Start

Start Details

When do you want this change to take effect?	* 03/23/2015	⊕ Details ↺
Why are you making this change?	* search	search
Who will be the manager after this change?	search ✖ Barbara Brooks (222379)	Prompt ange Location Demotion
Which team will this person be on after this change?	✖ Training And Development (E	FLSA Status Change Job Reclassification
Where will this person be located after this change?	* Batavia	Promotion Promotion - Internal Hire

2. Click the Prompt and select :

REASON	DEFINITION
Promotion	Promotion to a different position that was not posted on the Fermilab website, e.g. Admin I to Admin II.
Promotion – Internal Hire	Promotion to a position that was posted on the Fermilab website. Generally a recruiting job requisition that has been approved is required.

3. **Effective On:** The date auto populates to the next pay period.

> **NOTE:** Follow the guidelines below.
> * **Monthly Employees**: First of the next month as the Effective On date
>
> * **Weekly Employees:** Future Monday as the Effective On date
>
> * **Weekly to Monthly:** First Monday of the next month as the Effective On date
>
> * **Any exception to the above:** Contact Records Office <u>and</u> Payroll immediately

4. Click **Next**.

<u>Job</u>

> **NOTE:** There must be an approved Job Requisition completed for the position the employee is moving into prior to performing the Change Job – Promotion process in FermiWorks.

1. Click Position to open the fields.

2. Click Prompt to display the Vacant Positions. Select the new position to promote the employee into. Click **Done**.

3. Check the Close the current position checkbox to close the position the employee is moving out of if applicable.

> **NOTE:** In order to maintain roles in Fermiworks for a change job (promotion, transfer, etc) the former position must be closed during the change job process. For example, if you have a manager or an organization who is an Engineer III and they are being promoted to an Engineer IV, you must close the position during the process or they will no longer maintain the manager role of their organization. The role can be reassigned later but it is much smoother if it happens as part of the process. The documentation for change job has been modified to note this.

4. Check the current position available for overlap checkbox if applicable.

> **NOTE:** Job overlap allows for multiple workers to fill the same position during a transition period. This allows time for the replacement worker to be trained prior to the existing worker leaving this position. The worker leaving this position must have a termination end date entered in FermiWorks to allow for job overlap.

Location

The **Location** auto populates based on the location entered on the approved Job Requisition.

The **Scheduled Weekly Hours** auto populate based on the hours entered on the approved Job Requisition.

Click **Next**.

Details

1. Review the job change details. Make any necessary changes.

> **NOTE:** Do **NOT** change the Default Weekly Hours.

The FTE% reflects the number of hours for this position as a percent over 40 (e.g. 20/40 + 50%; 40/40 = 100%).

> **NOTE:** The Notify By date auto populates based on the date entered for the change to take effect.

2. Click **Next**.

Attachments

1. Click the **+** to open the Attachments section.

2. Click **Attach** and select the file to support the promotion (i.e., Promotion/Equity Job Change Justification Form). Any other documents such as letters of recommendation can also be uploaded here.

> **NOTE:** A justification form **MUST** be attached to verify the promotion.

3. Click **Next**.

Organizations

1.   Review/Complete the organization assignments and make any changes required based on the job change.

> **NOTE:** Verify the Cost Center has not changed since the job requisition was approved.

2.   Click **Next**.

Compensation

1.   Click the **Employee Visibility Date**. This is the date on which the worker will see the compensation change in FermiWorks.

2.   Enter the appropriate date for the **Employee Visibility Date**. Enter a date one week from the effective date. Scroll down to the Actions section to see the effective date.

> **NOTE:** This date should occur after the discussion with the employee regarding the promotion. This date must be after the effective date entered in the Action section.

3.   Click **0.01 Monthly** in the Proposed column of the Compensation section to change the worker's compensation.

For salary workers:

Click Assignment Details in the Salary row in the Proposed column.

For hourly workers:

Click **No Change** in the Hourly row in the Proposed column if the worker is paid hourly.

4.   Enter the new **Amount**. The Amount Change and Percent Change will auto populate.

> **NOTE:** Do not remove the Merit details that auto populate.

5.   Click **Next**.

Summary

1.   Review the **Summary** of the job change.

2.   Enter any appropriate **Comments** to support the job change.

> **NOTE:** Any of the fields can still be updated.

3.   Click **Submit**.

A housing or a stipend allowance can also be entered here. If there is no allowance or stipend, hover over each section and click the ▬ sign in each section. Each section must be closed to move to the next window.

4. Move the mouse into the allowance row. A ▬ displays. Click ▬ to close the row.

5. Move the mouse into the stipend row. A ▬ displays. Click ▬ to close the row.

6. Click **Submit**.

View Job Promotion Progress Status

1. Open your FermiWorks Inbox.

2. Click **View Inbox**.

3. Click the **Archive** Tab.

4. Click the **Promotion** Action.

5. Click the **Process** tab.

6. Review the table to see the status.